



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

**JOB OPPORTUNITY BULLETIN:**

**HEALTH SERVICES SPECIALIST**

<b>SALARY RANGE</b>	<b>Range T: \$7,077 - \$8,436 per month*</b> <small>*Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary adjustments in increments of 5% until the maximum salary is attained.</small>
<b>TENURE/TIME BASE</b>	<b>Permanent, Full-Time</b>
<b>PROGRAM/DEPARTMENT</b>	<b>Central Nursing Services (CNS)</b>
<b>FINAL FILING DATE</b>	<b>Until Filled</b>

**DESCRIPTION OF DUTIES:**

The Sonoma Developmental Center has an opening for a Health Services Specialist (HSS). Under the administrative direction of the Office of the Coordinator of Nursing Services, and directly supervised by the Assistant Coordinator of Nursing Services (ACNS), the HSS is responsible for the ongoing assessment of nursing needs and evaluation of nursing care given an assigned caseload of clients. The HSS acts as a resource to Level of Care staff in formulating health care objectives and plans. The HSS participates in training Level of Care staff in various nursing procedures or related areas. The HSS responds to medical emergencies, facility wide, providing nursing leadership and has the functional authority to make decisions and instruct unit staff on procedures pertaining to health care as defined in the Nursing Procedure Manual and the Best Practice Guidelines for Nursing Care. The HSS must maintain strength, agility, endurance, and sensory ability to perform the duties contained in the employee's official duty statement.

Typical duties include evaluating daily health problems and nursing care needs of clients through daily rounds and collaboration with unit staff and physicians; preparing all professional nursing documentation as assigned to assure compliance with regulatory requirements including nursing assessments, comprehensive health care plans, and physical assessments; identifies the need for and provides in-service training for staff in nursing practice and care; communicating with the program and unit managers and the ACNS office regarding client status and staff training needs; evaluating clients' health and/or nursing needs on an ongoing basis, performing comprehensive annual nursing assessments and recommending a plan of care based on nursing diagnosis; responding to and providing nursing assessment and treatment during medical emergencies, assisting ACNS/Code Blue Team Leader and may act as ACNS and Code Blue Team Leader on a voluntary basis when certified to do so by the ACNS. The Health Services Specialist also participates as a member of the Interdisciplinary Team in the development, implementation, evaluation and revision of clients' Individual Program Plans assuring that health care needs are addressed.

**WHO MAY APPLY:**

Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of being a current or former California State Civil Service employee (lateral transfer /reinstatement) or having list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per State Personnel Board Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification and related information may be found on the Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov). Please specify the type of eligibility you possess when applying. Applications may be obtained from the Human Resources Office at the Sonoma Developmental Center or downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

**SEND A COMPLETED AND SIGNED STATE APPLICATION (STD-678) TO THE FOLLOWING:**

Sonoma Developmental Center  
Personnel Examination Department (Administration Building)  
15000 Arnold Drive – Room #124  
Eldridge, CA 95431

(707) 938-6454 (Contact Chris Gephart for questions specific to essential functions of the position only.) Civil Service Eligibility will be determined by the Human Resources Department at the Sonoma Developmental Center.

***Faxed or electronically submitted applications without signature or resumes not accompanied by completed Form STD-678 (State Examination and/or Employment Application) will not be accepted.***

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.